

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB04-46

Date: September 30, 2004  
Expiration Date: 6/30/05  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LATE FILING OF MONTHLY, QUARTERLY AND CLOSEOUT  
FINANCIAL REPORTS

The purpose of this bulletin is to advise all subrecipients in receipt of Workforce Investment Act (WIA) funds that late filing of monthly, quarterly or closeout financial reports will impede future cash requests until the appropriate reports are filed.

The late filing of financial reports will be considered as noncompliance of the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement filed with the State of California, Employment Development Department.

To review the due dates for filing of quarterly and monthly expenditure data, refer to WIA Directive [WIAD03-8](#), dated November 25, 2003, "Quarterly and Monthly Reporting Requirements." To review the due dates for the filing of closeout information, refer to WIA Directive [WIAD02-2](#), dated August 15, 2002, "WIA Line Item/Subgrant Closeout Handbook."

If you have any questions about this bulletin, please contact Dave Rexius, Manager Financial Management Unit, at (916) 654-8502.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division